

Date: _____

From: (Rank) _____ (Name) _____ (SSN) _____
To: Director, Housing Facilities Management Division

Subj: MULTIPURPOSE ROOM RESERVATION REQUEST

1. Request the use of _____ Multipurpose Room for the purpose of _____ between the hours of _____ and _____ on _____ (and/through/every) _____.

2. If you have any questions regarding the above information, please contact me at (Home) _____ or (Work) _____.

3. I will comply with the reservation policy and the Yokosuka Housing Welcome Center Standard Operating Procedure, SOP NO. 03-01.

Signature: _____

Print Name: _____

Date: _____

From: Director, Housing Facilities Management Division
To: Requester

Subj: MULTIPURPOSE ROOM RESERVATION REQUEST

Ref: (a) Yokosuka Housing Welcome Center Standard Operating Procedure, SOP NO. 03-01.

1. Your request to use the above multipurpose room during the above noted date(s)/time(s) is (approved/disapproved).

2. You must read and comply with the reservation policy as stated in reference (a). Keys must be picked up at the Housing Self-Help Center during Housing Self-Help Center operation hours. Keys must be left in the drop box located inside the multipurpose room door after your use to ensure inspections take place on time.

3. For any questions, please contact Mr. Kaneko at 243-7263 between 0800 and 1630, Monday through Friday, except holidays.

K. ISHIKAWA

Keys were picked up by:

Signature

Date